

COORDINATOR OF PARKING AND TRAFFIC SERIES

| Code No. | Class Title | Occ. Area | Work Area | Prob. Period | Effective Date |
|------------|--|--------------|--------------|-----------------|-------------------|
| 4507(0949) | Assistant Coordinator of Parking and Traffic | 13 | 069 | 6 mo. | 04/29/88 |
| 0949 | Coordinator of Parking and Traffic | 13 | 069 | 6 mo. | 04/29/88 |

Promotional Line: 257

Series Narrative

Employees in this series perform duties involved in the conduct of parking and traffic studies and in the development and implementation of parking and traffic programs.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Coordinator of Parking and Traffic **4507(0949)**

Employees at this level assist in the performance of parking and traffic studies and participate in programs for traffic, parking control, and operations of a motor vehicle division. They work under general supervision from a designated supervisor.

An Assistant Coordinator of Parking and Traffic typically--

1. assists in traffic studies (pedestrian, motor vehicle, and bicycle) and prepares reports and recommendations resulting from them
2. maintains inventory of parts, equipment, signs, parking meters, etc. needed for operation
3. supervises maintenance of parking facilities, marking, striping, and installation
4. supervises replacement and repair of parking meters
5. provides liaison with university departments, visitors, and guests to the campus
6. interviews violators of motor vehicle, bicycle, and motor bike regulations and takes appropriate action in each case
7. supervises violators of motor vehicle, bicycle, and motor bike regulations and takes appropriate action in each case
8. supervises the maintenance of records and files
9. is responsible for layout and geometric design of parking facilities
10. submits recommendations governing traffic flow, traffic signals, signs, and pavement markings and recommends revisions of existing regulations

11. performs other related duties as assigned

Level II: Coordinator of Parking and Traffic**0949**

Employees at this level perform parking and traffic studies, devise programs for parking and traffic control, maintain statistical records, and draft proposals and reports for presentation. They work under administrative supervision from a designated supervisor.

A Coordinator of Parking and Traffic typically--

1. makes parking and traffic (pedestrian, motor vehicle, and bicycle) studies and prepares reports and recommendations based on them
2. maintains statistical information relating to parking and traffic
3. drafts proposed regulations governing parking and traffic, including revisions of existing regulations
4. designs and supervises the installation and maintenance of traffic control devices (such as traffic signals, signs, and pavement markings)
5. reviews and submits recommendations concerning geometric design features relating to university street and parking facilities
6. maintains liaison between various university departments and with local and state agencies in matters relating to parking and traffic
7. correlates long-range planning for parking and traffic with long-range university building and campus development plans
8. supervises assigned personnel
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Assistant Coordinator of Parking and Traffic****4507(0949)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. one year of experience in traffic engineering, public works, traffic enforcement, or parking- or traffic-pattern layout or design

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of traffic laws and regulations
2. knowledge of safety measures and devices

3. familiarity with the operation and maintenance of parking and traffic facilities

Level II: Coordinator of Parking and Traffic**0949****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. two years of experience in one or more of the following fields: traffic engineering, public works, traffic enforcement, or design of parking or traffic patterns

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of traffic laws and regulations
2. knowledge of safety measures and devices
3. familiarity with the planning, design, operation, and maintenance of parking and traffic facilities

Assistant Coordinator of Parking and Traffic
Coordinator of Parking and Traffic

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